



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-2884

November 13, 2001

INSPECTOR GENERAL INSTRUCTION 5305.1

SUBJECT: Space Management Policy and Procedures

References: See Appendix A.

A. Purpose. This Instruction establishes responsibilities, policies, and procedures for Space Management at the Office of the Inspector General, Department of Defense (OIG, DoD).

B. Applicability. This Instruction applies to Offices of the Inspector General, the Deputy Inspector General, the Assistant Inspectors General, Director of Administration and Information Management, Director of Departmental Inquiries, Director of Intelligence Review, and Deputy General Counsel (Inspector General). For purposes of this Instruction, these organizations are referred to collectively as OIG components.

C. Definitions. See Appendix B.

D. Policy

a. It is OIG, DoD, policy to provide space accommodations within the guidelines and standards prescribed in this Instruction and in accordance with references a through o. Space requirements shall be fully justified and accomplished in the best interest of the Government. It is OIG, DoD, policy to foster an effective space utilization program to obtain maximum efficiency and economy in the use of existing space. Space requirements will be satisfied by DoD space when acquired at no cost, Federal office buildings, or space currently under lease to the Government, before acquiring new commercially leased space. Employees will be provided a safe, clean, adequately furnished work environment. Space allocation is based on grade and/or position. Assigned space shall be consistent with operational requirements and OIG, DoD, Space Allocation Standards and Requirements in Appendix C. More restrictive space allocations may be imposed, as necessary, in an effort to promote and enforce efficient use of space to accomplish the OIG, DoD, mission. Further, office space shall be used solely for the purpose of performing OIG, DoD, mission related work.

b. The Administration and Logistics Services Directorate (ALSD), Office of Administration and Information Management (OA&IM), has sole responsibility for space management within the OIG, DoD. As such, all space requirements and planning efforts shall be compiled, coordinated, implemented, monitored, and managed by the ALSD, OA&IM.

E. Responsibilities

1. The **Inspector General** shall designate the Director, OA&IM, as the official responsible for administering space management for the OIG, DoD.

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2. The **Deputy Inspector General** shall approve or disapprove in writing all OIG Component Head requests for establishing new office spaces.

3. The **Director, OA&IM**, shall:

a. Be responsible for overall management and administration of space management for the OIG, DoD.

b. Ensure policies and procedures are established for space management to include acquisition, assignment, design, construction, and allocation and effective use of space.

c. Be responsible for advising and keeping the Inspector General, DoD, informed of space matters that affect the occupancy of the assigned space for the OIG, DoD.

4. The **Director, ALSD, OA&IM**, shall:

a. Direct and administer space management for the OIG, DoD, including the development of appropriate policy guidance and internal controls.

b. Designate the Chief, Administrative Services Division (ASD), ALSD, OA&IM, as the National Capital Region (NCR) Space Coordinator for the OIG, DoD.

c. Advise and keep informed the Director, OA&IM, on space matters that affect the occupancy of the assigned space for the OIG, DoD.

d. Develop a strategic space management plan that considers all OIG, DoD, space needs, planning for contingencies, and minimizing disruption.

e. Maintain an open communication channel with OIG components on space requirements.

f. Control Government-leased parking space allocated to the OIG, DoD, for Government vehicle parking within the OIG, DoD, headquarters building.

g. Control the procurement, delivery, installation, assignment, and use of systems furniture for allocated spaces within the OIG, DoD, environment.

h. Monitor compliance with the accessibility standards established by reference k and occupational safety and health standards established by reference j pertaining to space management matters.

i. Monitor compliance with the codes established by references l, m, and n.

5. The **Chief, ASD, ALSD, OA&IM**, shall:

a. Act as the NCR Space Coordinator for the OIG, DoD, responsible for coordinating and managing internal administrative space matters and communicating with the DoD building management representatives designated by WHS.

b. Approve or disapprove, as appropriate, requests to acquire administrative space through the GSA, the WHS, or others.

c. Approve or disapprove, as appropriate, OIG, DoD, space allocation standards.

- d. Approve or disapprove, as appropriate, requests to obtain, assign, reassign, and release space within OIG, DoD, occupied buildings.
- e. Coordinate continuing needs requirements for DoD-occupied, Government-leased space with WHS inside the NCR and with GSA outside the NCR.
- f. Ensure security concerns are addressed in the development of space management matters.
- g. Ensure Space Management Requirements Document packages, Rent and Related Obligation Estimates, invoices, workorders, and all required space-related documents and forms are properly authorized and supported before release.
- h. Ensure that reporting requirements for space management are adhered to and coordinated with appropriate counterparts.
- i. Ensure that space management matters comply with Occupational Safety and Health Administration (OSHA) requirements (reference j).
- j. Ensure that space management matters comply with the Americans with Disabilities Act (ADA) requirements (reference k).
- k. Ensure that space management matters comply with the Building Officials and Code Administrators' National Building Code (BOCA) (reference l).
- l. Ensure that space management matters comply with the National Fire Protection Association's Life Safety Code (NFPA) requirements (reference m).
- m. Ensure that space management matters comply with the Uniform Federal Accessibility Standards (UFAS) (reference n).
- n. Work closely with the OIG Components and the Financial Management Directorate (FMD), OA&IM, in identifying and projecting OIG, DoD, current and long-range space requirements for the Program Objective Memorandum (POM) and budget submissions.
- o. Keep management apprised of issues that may impact moves, construction, renovation, etc. and provide timely feedback to management on the progress of space matters.

6. The **Space Management Branch, ASD, ALSD, OA&IM**, shall:

- a. Develop space allocation standards and apply those standards consistently throughout the OIG, DoD.
- b. Prepare necessary space layout plans and forms, including Space Allocation Requirements Documents, Space Management Requirements Document packages, and Rent and Related Obligation Estimates.
- c. Review requests for space and verify conformance to GSA, applicable Executive Orders, DoD Instructions and OIG, DoD, operating policies and procedures.
- d. Make recommendations to obtain, assign, reassign, and release space within OIG, DoD, occupied buildings.
- e. Prepare work orders and coordinate necessary alterations, telecommunications installations, and moving services.

- f. Prepare and submit documentation with justifications and certifications for initial, expansion, and continuing need space requests and requirements to WHS or GSA as appropriate.
- g. Process approved space requests into the designated procurement system.
- h. Prepare and process Space Management Requirements Document packages, Rent and Related Obligation Estimates, and all required space related invoices, workorders, forms, and documents.
- i. Maintain space management documentation records and prepare reports regarding space management matters as required.
- j. Prepare necessary funding documents and obtain funding approvals for space requests from the FMD, OA&IM.
- k. Coordinate with the FMD, OA&IM, regarding budget related and funding matters for space requirements.
- l. Coordinate with the Information Systems Directorate (ISD), OA&IM, regarding information technology issues for space requirements.
- m. Conduct market surveys with the end users and make note of adversities.
- n. Review GSA Solicitation for Offers (SFO) for compliance with space requests and any special requirements.
- o. Maintain contact with WHS or GSA for status updates during the construction process of OIG, DoD, space.
- p. Conduct space utilization surveys to analyze the manner in which space is used, based on recognized space management procedures and techniques.
- q. Conduct analyses of all operational needs pertaining to space to include such items as electrical, storage, equipment, etc.
- r. Provide timely and informative updates to management regarding moves, construction, renovation, etc.
- s. Prepare written notification for relinquishing Government-controlled space.
- t. Initiate action to make released space accessible, readily marketable, and assignable.
- u. Coordinate and conduct preliminary site visits with the WHS or GSA to determine any items making released space not readily marketable and assignable.
- v. Process requests for OIG, DoD, parking space allocations for Government-controlled vehicles.
- w. Comply with the accessibility standards established by reference k and occupational safety and health standards established by reference j pertaining to space management matters.
- x. Comply with the codes established by references l, m, and n.
- y. Review and analyze WHS and GSA rent bills upon receipt and notify FMD, OA&IM, of any known or forecasted changes noted by the rent bills or from other means.

- z. Verify the proper installation and relocation of systems furniture.
 - aa. Verify proper assignment of private offices.
7. The **Chief, Logistics Service Division (LSD), ALSD, OA&IM**, shall:
- a. Coordinate with the ASD, ALSD, OA&IM, regarding office move procedures related to the reallocation of space and relocation moves. This includes:
 - (1) Notifying and scheduling office movers and informing vendors on proposed relocation of equipment that may require maintenance contracts.
 - (2) Ensuring packing boxes are acquired and distributed to OIG, DoD, components at least 5 working days in advance of scheduled moves.
 - (3) Ensuring that all moves adhere to the approved planning documents and floor plan layouts.
 - b. Ensure the Facilities and Services Team, LSD, ALSD, OA&IM:
 - (1) Inventories and maintains extra copies of keys for each private office and systems furniture workstation, ensuring that all locks in a workstation are keyed to a master and each workstation is keyed to a separate master.
 - (2) Turns over keys to excess workstations to the Acquisition and Property Management Branch for turn-in, packing, or shipping of excess systems furniture workstations.
 - (3) Processes requests for replacement of lost, stolen, or damaged keys only from designated component Administrative Officers.
 - c. Ensure the Acquisition and Property Management Branch, LSD, ALSD, OA&IM:
 - (1) Retrieves workstation keys before removing, inventorying, packing, storing, or shipping excess workstations.
 - (2) Relocates private office and systems furniture workstations (or supervises the contracted vendor) as requested by the Space Management Branch, ASD, ALSD, OA&IM.
 - (3) Removes, inventories, stores, or ships to a new location all excess private office and systems furniture workstations (or supervises the contracted vendor) as requested by the Space Management Branch, ASD, ALSD, OA&IM.
 - (4) Prepares (or supervises the contracted vendor to prepare) private office and/or systems furniture workstations to be shipped to an OIG, DoD, field component, as requested by the Space Management Branch, ASD, ALSD, OA&IM.
8. The **Director, FMD, OA&IM**, or designee shall:
- a. Certify that funding is available to support OIG, DoD, space requests.
 - b. Maintain financial documentation for OIG, DoD, space requests.

9. The **Director, ISD, OA&IM**, shall:

- a. Identify telecommunications requirements for space allocations.
- b. Prepare and coordinate the layout plans for telephone lines, local area network (LAN) drops, etc., and maintain an up-to-date and accurate telephone inventory to include:
 - (1) Using floor plans provided by the Space Management Branch, ASD, OA&IM, to assign workstations by user name, telephone number, and telephone and LAN wall jack numbers.
 - (2) Returning drawings to the Space Management Branch, ASD, OA&IM, to update the AutoCAD system drawings.
 - (3) Submitting telephone and LAN changes to the Space Management Branch, ASD, OA&IM, to update the AutoCAD system drawings.

10. The **OIG Component Heads** shall:

- a. Plan and coordinate with the Space Management Branch, ASD, ALSD, OA&IM, for space allocation requests and space reallocation needs.
- b. Complete and submit the necessary documents and memoranda for requesting space allocations to the Space Management Branch, ASD, ALSD, OA&IM.
- c. Justify requests for additional office space and advise the Space Management Branch, ASD, ALSD, OA&IM, of space that is excess to actual needs.
- d. Ensure approved space allocations and office space assignments are not altered or redesigned without requesting prior approval from the ASD, ALSD, OA&IM.
- e. Ensure office space is used solely for the purpose of performing OIG, DoD, mission-related work.
- f. Inform the ISD, OA&IM, of all events affecting the telephone inventory.
- g. Identify and project current and long-range OIG component space requirements for the POM and budget submissions.
- h. Provide the Director, OA&IM, with written concurrence from the Deputy Inspector General before submitting requests for opening new offices.
- i. Request private offices only for GS-14 supervisors and above and ensure additional private offices are not requested when resources are already available to meet requirements (includes overlapping replacement staff).
- j. Ensure vacated private offices are not used for storage, teamwork areas, conference rooms, etc. without prior approval of the Space Management Branch, ASD, ALSD, OA&IM.
- k. Instruct OIG component employees regarding the proper use and occupancy of private offices and other workstations.
- l. Ensure that OIG component reorganization planning efforts prevent the improper installation of new or relocated systems furniture.

m. Include the Space Management Branch, ASD, ALSD, OA&IM, in the early planning stages for all internal component reorganizations to facilitate smoother, faster results of the planning effort.

n. Identify an Administrative Officer to serve as the OIG component liaison for space-related matters with the Space Management Branch, ASD, ALSD, OA&IM.

11. The **Administrative Officer** shall:

- a. Serve as the component liaison for space related matters.
- b. Ensure OIG component space requests are submitted in accordance with the guidance and policy established in this Instruction.
- c. Coordinate all OIG component space planning efforts with the Space Management Branch, ASD, ALSD, OA&IM, in a timely fashion.
- d. Ensure the OIG Component Head is kept informed of all space-related matters and that misuse or inappropriate use of space is reported promptly to the OIG Component Head for correction.
- e. Notify the Space Management Branch of all discrepancies, problems, or issues related to space matters.
- f. Conduct an inventory of each workstation before departure of the current occupant and reassignment to the new occupant, ensuring that the workstation (including parts and accessories) remains intact as originally installed.
- g. Report lost, stolen, or damaged keys for workstations, request replacement keys, and turn in keys for workstations permanently vacated to the LSD, ALSD, OA&IM.
- h. Advise the Space Management Branch, ASD, ALSD, OA&IM, of private offices and other workstations that are being vacated or becoming vacant to ensure AutoCAD floor plans are updated.

12. **OIG, DoD, Employees** shall:

- a. Abide by the guidance established in this Instruction.
- b. Be responsible for the proper use, care, and protection of the systems furniture workstation to which he or she is assigned and not alter, remove, or relocate the workstation at any time.
- c. Notify the OIG component Administrative Officer of any abnormal wear and tear or other condition of the assigned workstation.
- d. Report lost, stolen, or damaged keys and turn in keys to the Administrative Officer when vacating the workstation permanently.

F. OIG Space Allocation Standards. Appendix C outlines the standards and guidelines for allocating space within the OIG, DoD. Administrative space will be provided in accordance with the OIG, DoD, Space Allocation Standards subject to the availability of space. The OIG components receiving systems furniture may see less square footage per workstation due to the organized work area. For these OIG components, non-supervisory GS-14 and below will use systems furniture. Supervisory GS-14 and above personnel will be assigned private offices (some private offices may be constructed from systems furniture).

G. Procedures

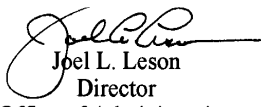
1. **Requesting Administrative Space.** Appendix D provides guidance for requesting administrative space. The OIG Component Heads are required to prepare a Memorandum for Space Requirements for all requests for space, including general use space, unique space, storage space, special space, warehouse space, workspace, parking space, alterations to existing space, or release of excess space.

2. **Relinquishing Government-Controlled Space.** Appendix E discusses the procedures to be followed for agency-initiated release of space as defined by the WHS. The ASD, ALSD, OA&IM, will coordinate the required actions to facilitate a smooth and safe transition for the release of space.

H. Legal Review. The **Office of Deputy General Counsel, Inspector General**, shall provide legal advice as necessary.

I. Effective Date. This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:


Joel L. Leson
Director
Office of Administration
and Information Management

5 Appendices – a/s

**APPENDIX A
REFERENCES**

- a. Executive Order 12411, “Government Work Space Management Reforms,” March 29, 1983
- b. Section 2662 Title 10, United States Code
- c. Federal Property Management Regulations (FPMR), General Services Administration, 41 CFR Chapter 101
- d. DoD Directive 5110.4, “Washington Headquarters Services (WHS),” May 10, 1999
- e. DoD Instruction 5305.4, “Administrative Space Report, National Capital Region,” February 15, 1977
- f. DoD Instruction 5305.5, “Space Management Procedures, National Capital Region,” June 14, 1999
- g. DoD Instruction 5030.53, “Reimbursement of GSA Space, Services and Facilities,” September 14, 1988
- h. DoD Instruction 5030.60, “Reimbursable Work Authorization Procedures for Washington Headquarters Services (WHS) – Operated Facilities,” September 17, 1993
- i. Washington Headquarters Services Memorandum, “Procedures for Relinquishment of Government-Controlled Space,” March 31, 1999
- j. Occupational Safety and Health Administration Act (OSHA) of 1970
- k. Americans with Disabilities Act (ADA) of 1990
- l. Building Officials and Code Administrators’ National Building Code (BOCA)
- m. National Fire Protection Association’s Life Safety Code (NFPA)
- n. Uniform Federal Accessibility Standards (UFAS)
- o. Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157)

APPENDIX B DEFINITIONS

- a. **Administrative Officer.** For purposes of the Instruction, the individual who serves as the liaison between the OIG component and the Space Management Branch, ASD, ALSD, OA&IM.
- b. **Administrative Space.** Space (or portions of space) in facilities/buildings that is suitable for conducting the Agency's assigned programs and/or stated mission. The physical characteristics of the spaces are office space, storage space, or special type space, or a combination thereof.
- c. **Alteration.** Remodeling, improving, extending, or making changes to a facility, exclusive of maintenance repairs that are preventive in nature. The term includes planning, engineering, architectural work, and other similar actions.
- d. **Americans with Disabilities Act (ADA) of 1990.** This Act prohibits discrimination on the basis of disability by public accommodations and requires places of public accommodation and commercial facilities to be designed, constructed, and altered in compliance with the accessibility standards established. This Act is legislation designed to improve access to jobs and workplaces for persons with disabilities.
- e. **Automated Computer Assisted Design (AutoCAD).** The automated system used to maintain space related inventories (including telephone and LAN), workstation utilization, excesses, etc.
- f. **Building Officials and Code Administrators' National Building Code (BOCA).** This Code provides standardized, consistent guidelines and requirements for the construction and inspection industries. The BOCA contains the minimum standards necessary to protect the health, safety, and welfare of the general public.
- g. **Excess Space.** Space that is excess to actual needs.
- h. **Expansion Space.** Space required in addition to the amount of space occupied and agreed to under an existing occupancy agreement.
- i. **Floor Plan Layout.** The planned placement of walls, doors, workstations, furniture, and equipment within new space assignments.
- j. **Memorandum of Space Requirements (MSR).** A memorandum originated by the OIG Component Head requesting space. The MSR includes specific information, such as number of authorized personnel by name, grade, position; number of authorized Government vehicles; any special requirements (e.g., external fenced parking area, evidence storage room, computer laboratory, etc.); a detailed description of the space utilization plan; and, office furniture/equipment inventory.
- k. **National Capital Region (NCR).** Includes the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and the cities of Alexandria, Fairfax, and Falls Church in Virginia.
- l. **NCR Space Coordinator for the OIG, DoD.** The ASD, ALSD, OA&IM, is assigned the responsibility within the OIG, DoD, for coordinating and managing internal administrative space matters and communicating with the DoD building management representatives designated by WHS.

- m. **National Fire Protection Association's Life Safety Code (NFPA).** This Association publishes a nationally recognized life safety code that establishes minimum requirements that will provide a reasonable degree of safety from fire in buildings and structures.
- n. **Office Space.** Space that provides an environment for an office operation. This includes, but is not limited to, suitable and adequate lighting, heating, ventilation and air conditioning, appearance, accessibility, circulation, floor covering, and sound control. The space may consist of large open areas or may be partitioned into private and/or semi-private offices and rooms. Examples include private and open offices and administrative support and storage spaces.
- o. **OIG, DoD, Space Allocation Standards.** Prescribe the general requirements and guidelines for the assignment and use of OIG, DoD-occupied space (see Appendix C).
- p. **Occupational Safety and Health Act (OSHA) of 1970.** This Act regulates employment conditions to assure safe and healthy working conditions for employees and requires compliance with occupational safety and health standards. Places of employment must be free from recognized hazards that are causing or likely to cause death or serious harm.
- q. **Private Office.** An office (either constructed or stackable wall panel systems furniture) occupied by one individual.
- r. **Reimbursable Work Authorization (RWA).** A GSA funding document used to pay GSA for above standard level space-related services.
- s. **Rent and Related Obligation Estimates.** A document prepared by the Space Management Branch and coordinated with the OIG Component Heads at headquarters that specifies the estimated rent, buildout costs, and other related obligations associated with requests for space. Signatures by the OIG Component Heads indicate approval to proceed and that funds are available.
- t. **Requests for Space.** The ASD, ALSD, OA&IM (the NCR Space Coordinator), makes requests for space to the WHS or GSA as appropriate for the OIG, DoD, in accordance with the guidance in references c and f. Requests for space by OIG Component Heads must be accompanied by a Memorandum of Space Requirements.
- u. **Solicitation for Offers (SFO).** In general, there are two primary types of SFOs. Space actions, which are over 10,000 net usable square feet, require more comprehensive treatment in the areas of fire/life safety codes and handicapped accessibility standards. This is known as LONG FORM SFO. The other type of SFO is the SHORT FORM DOCUMENT. Relative to the longer version, it contains considerably less specifications and is used for space actions less than 10,000 net usable square feet.
- v. **Space Allocation Requirements Document (SARD).** The special requirements document that is created by the OIG, DoD, Space Management Branch Specialist. The SARD is based on the OIG component's Memorandum of Space Requirements, which outlines the component's space needs.
- w. **Space Management Requirements Document (SMRD).** The package prepared by the OIG, DoD, Space Management Branch Specialist that includes the approved space requirements to be forwarded to WHS/SPAD or GSA.
- x. **Space Utilization Plan.** A plan identifying specific information needed to validate the square footage of requested space and to justify any special equipment or air/electrical requirements. The information is used to prepare a floor plan layout of each area identified.

- y. **Special Space.** Space which, by reason of installed fixed facilities or utilities, is adapted for special use. Space types include: laboratories, dark rooms, electronic data processing rooms (e.g., computer rooms with special air conditioning), industrial type operations with installed equipment, etc.
- z. **Square Footage.** A measurement used to analyze the use of space.
- aa. **Storage Space.** Space suitable for storage of supplies, equipment, records, material, etc., but does not provide an environment suitable for an office operation. This type of space would include, but not be limited to, vaults, closets, unconverted attic and basement areas, as well as space built for warehousing and records storage.
- bb. **Systems Furniture.** Furniture that consists of modular panels, work surfaces, and accessories organized into a viable workstation arrangement suitable for office type work.
- cc. **Telecommunications.** Electronic processing of information, either voice or data or both, over a wide variety of media (e.g., copper wire, micro wave, fiber optics, radio frequencies), between individuals or offices within a building (e.g., local area networks), between buildings and between cities.
- dd. **Uniform Federal Accessibility Standards (UFAS).** These standards were developed jointly by the GSA, the Department of Housing and Urban Development, the DoD, and the United States Postal Service in 1984. The document presents uniform standards for the design, construction, and alteration of buildings so that physically disabled persons will have ready access to and use of them in accordance with reference o.
- ee. **Utilization Survey.** When the submitted request for administrative space is for expansion purposes, WHS, in conjunction with the NCR Coordinator, conducts an on-site utilization survey of the DoD component's existing space to ensure efficient use of the existing assigned space.
- ff. **Workstation.** That portion of office space allocated to an individual to accommodate the furniture and equipment necessary for the individual's work. A workstation can be private, semi-private, or open.

APPENDIX C
OIG, DOD, SPACE ALLOCATION STANDARDS AND REQUIREMENTS

OIG, DoD, Space Allocation Standards			
Note: Square footages below will vary when systems furniture is used in lieu of standard office furniture as noted in the () box.			
Grade	Position Title	Square Footage	
		Private Office	Open Space
SES	Inspector General	600	
SES or Comparable	Deputy Inspector General, Assistant Inspectors General and Directorate Heads	400	
SES or Comparable	Deputy Assistant Inspector General, Executive Assistants & Directorate Heads	300	
GS-15 or Comparable supervisors and non-supervisors	Directorate Heads or Field Component Heads	150 (144)	
GS –14 or Comparable supervisors	Division Heads or Field Component Deputy or Assistant Deputy Heads	150 (120)	
GS-14 or Comparable non-supervisors and all GS-13 and below supervisors and non-supervisors	Position titles will vary. (Editors will have a private office or a systems furniture workstation with a door.)		60 (64)

APPENDIX D PROCEDURES FOR REQUESTING SPACE

The ASD, ALSD, OA&IM, Space Management Branch Specialist shall coordinate the OIG component requirements and circulate the required forms to all OA&IM components as required, i.e., ASD/Mail Service Center, LSD/Procurement and Supply Division (for employee and equipment moves), PSD/Security, ISD/Net Operations and Administration (for LAN/Wide Area Network (WAN) and telephone). The specialist will create a Space Management Requirements Document to forward to WHS/SPAD or GSA requesting space to meet the needs of the OIG component. The OIG component shall submit the following forms for:

A. New Office Location or Component Reorganization

1. **HQ Component.** An SD Form 474, *OSD Office Services Request Form* (Figure 1, page 16), and a Floor Plan Layout showing details submitted through the OIG Component Head (Program Director or above) to the Director, ALSD, OA&IM.
2. **Field Component.** A Memorandum of Space Requirements submitted through the OIG Component Head (AIG or equivalent) to the Director, ALSD, OA&IM, and an Internet-generated map showing the delineated area(s).

B. Office Relocation or Employee(s) Move

1. **HQ Component.** An SD Form 474 and a Floor Plan Layout showing details submitted through the OIG Component Head (Program Director or above) to the Director, ALSD, OA&IM.
2. **Field Component.** A Memorandum of Space Requirements submitted through the OIG Component Head (AIG/Director or equivalent) to the Director, ALSD, OA&IM, and an Internet-generated map showing the delineated area(s).

C. Closing a Field Component. A Memorandum of Space Requirements submitted through the OIG Component Head (AIG/Director or equivalent) to the Director, ALSD, OA&IM.

D. New Workstation Site. An SD Form 474 and a Floor Plan Layout showing details submitted through the OIG Component Head (Program Director or above) to the Director, ALSD, OA&IM.

E. Relocating Workstation(s). An SD Form 474 and a Floor Plan Layout showing details submitted through the OIG Component Head (Program Director or above) to the Director, ALSD, OA&IM.

F. New Parking Allocation(s). A Memorandum of Space Requirements submitted through the OIG Component Head (AIG/Director or equivalent) to the Director, ALSD, OA&IM.

G. Turn-In Parking Allocation(s). A Memorandum of Space Requirements submitted through the OIG Component Head (AIG/Director or equivalent) to the Director, ALSD, OA&IM.

H. Excess Space: Turn-In. (Required when authorizations decrease and no projected increases.)

1. **HQ Component.** An SD Form 474 and a Floor Plan Layout showing details submitted through the OIG Component Head (Program Director or above) to the Director, ALSD, OA&IM.
2. **Field Component.** A Memorandum of Space Requirements submitted through the OIG Component Head (AIG/Director or equivalent) to the Director, ALSD, OA&IM.

I. Space Expansion: Add-On

1. **HQ Component.** An SD Form 474 and a Floor Plan Layout showing details submitted through the OIG Component Head (Program Director or above) to the Director, ALSD, OA&IM.

2. **Field Component.** A Memorandum of Space Requirements submitted through the OIG Component Head (AIG/Director or equivalent) to the Director, ALSD, OA&IM, and an Internet-generated map showing the delineated area(s).

J. Other Requirements. Include any of the forms discussed above deemed necessary to provide adequate details.

APPENDIX E

PROCEDURES FOR RELINQUISHMENT OF GOVERNMENT-CONTROLLED SPACE WITHIN THE NCR

The following procedures, in accordance with reference i, shall be followed for agency-initiated relinquishment of space.

A. Written Notification

1. The ASD, ALSD, OA&IM, will prepare a 150 calendar day written notification to the WHS/SPAD for the release of space in GSA-leased and owned buildings.
2. The notification must include a description of the space by classification type(s), square footage of the space, location(s) (by building, floor level), floor plan(s), and the proposed date of release. The timeframe for the 150-calendar day notice will commence on the date the written notification is received and validated by WHS/SPAD. If any of the space release notification information is modified, a new written notification must be forwarded to WHS/SPAD. The notification period will be reestablished at 150 calendar days upon receipt and validation of the new written notice.

B. Preparation of Space for Release

1. The ASD, ALSD, OA&IM, will initiate action to make the released space accessible, readily marketable, and assignable. When only a portion of the space is released, the remaining space must be consolidated. The space must be of a classification type and in an amount and location that is assignable to other Federal and/or Defense agencies or marketable to private sector tenants. Access and egress to the space cannot be impeded in any way nor can a new tenant be required to walk through another agency's space to gain access to the space.
2. When a portion of the space is to be released, construction may be required such as the building of demising (slab-to-slab, barrier) walls, egress hallways, doorways, etc. Any alteration required to consolidate or make the space accessible will be the responsibility of the agency releasing the space before GSA will accept it.

C. Alterations to Space for Release. The ASD, ALSD, OA&IM, will initiate action for alternations needed to make space assignable or marketable and will contact WHS/SPAD before performing any alterations/renovations to meet the required provisions. The agency releasing the space is responsible for the cost of altering the space.

D. Preliminary Site Visit. The ASD, ALSD, OA&IM, will conduct a preliminary site visit with WHS/SPAD to determine any items making the space not readily marketable and assignable. The ASD, ALSD, OA&IM, shall ensure all vacated space is broom clean and completely empty of furniture, equipment, or any other items. The agency releasing the space is responsible for any damage to the space and the costs to repair the damages.

E. Rental and Associated Charges to Space for Release

1. The agency releasing the space is responsible for rental and associated charges until the date of release specified and validated in the written notification, or until a time in which the space is confirmed by WHS/SPAD as vacated, whichever occurs later. When timely written notification is not made to WHS/SPAD, the agency will be responsible for rental and associated charges for a period of 150 calendar days following the date of written notification received and validated by WHS/SPAD or until the space has been reassigned and/or terminated.

2. If the agency releases space that is unique in nature and/or is in a unique location or building, that agency may be held responsible for continued rent and any other actual expenses beyond the 150 calendar day period. For example, if the notice requesting release of space is for a date close to the expiration of the lease, it may result in extending the release date to the expiration date. If special space is released and returned to GSA but cannot be remarketed by GSA and is returned to the lessor, it may result in extending the release date. If the agency commits to occupy space but never occupies it, the agency will be charged for the space for 150 calendar days from the date of notification to WHS/SPAD that the space is required.

OSD OFFICE SERVICES REQUEST FORM			
REQUEST FOR <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> SUPPLIES <input type="checkbox"/> TELEPHONE <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> MOVE <input type="checkbox"/> OTHER			
ACTIVITY	ROOM No.	DATE	LOG NUMBER
TYPED NAME OF REQUESTING OFFICIAL	TELEPHONE NUMBER	TYPED NAME OF ADMINISTRATIVE OFFICER	
SIGNATURE OF REQUESTING OFFICIAL		SIGNATURE OF ADMINISTRATIVE OFFICER	
THE FOLLOWING SERVICES ARE REQUESTED. ACCOMPLISHMENT IS CONSIDERED NECESSARY AND IN THE BEST INTEREST OF THE GOVERNMENT (Describe in detail. Attach additional information as necessary).			
JUSTIFICATION (Use Reverse side, if necessary)			
NAME, ORGANIZAT OF PERSON TO CALL FOR ADDITIONAL INFORMATION		DATE ITEM and/or SERVICE IS REQUIRED	DELIVERY POINT
TO:			
ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> RETURNED FOR <input type="checkbox"/> DISAPPROVED (See Remarks)		ESTIMATED COST	DATE
		JOB ORDER NUMBER	ESTIMATED COMPLETION DATE
REMARKS: <div style="float: right; margin-top: 10px;"> <input type="checkbox"/> SIGNATURE BY ADMIN OFFICER <input type="checkbox"/> INSUFFICIENT FUNDS <input type="checkbox"/> ADDITIONAL INFORMATION <input type="checkbox"/> NOT AUTHORIZED BELOW <input type="checkbox"/> UNBUDGETED ITEM <input type="checkbox"/> NOT A STOCKED ITEM </div> <div style="text-align: right; margin-top: 20px;"> _____ SIGNATURE OF </div>			

SD Form 474, JUN 76

ELECTRONIC FORM EXCEPHONAPPROVED BY WHSIDIOR, AL4YJ990

Figure 1. SD Form 474, OSD Office Services Request Form